



**EMBASSY OF THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
LONDON**

JOB VACANCY

The Embassy of the Federal Democratic Republic of Ethiopia is looking for an experienced Receptionist to join our small and friendly front of house team.

<i>Job Title</i>	Receptionist
<i>Department</i>	Finance and Administration
<i>Location</i>	Embassy of Ethiopia, 17 Princes Gate, London, SW7 1PZ
<i>Hours</i>	Full-time, 35 hours per week. Occasional evening and weekend work be required. This post will require some weekend and evening work, and will be subject to a 3-month probation
<i>Salary</i>	As per Embassy Scale
<i>Opening Date</i>	22 nd February 2017
<i>Closing Date</i>	10 th March 2017 at 17:00 Written Exam: 17 th March 2017, Interviews will be held on 30 th and 31 st March, 2017
<i>Start Date</i>	ASAP

JOB DESCRIPTION

- Receive all incoming calls and handle them courteously and efficiently; Redirect calls to appropriate staff and take any messages accurately
- Assist with any questions or queries customers may have
- Act as first point of contact for all visitors to the Embassy
- Ensure all incoming post and deliveries are sorted and distributed to appropriate staff members
- Tidy and maintain the reception area
- Perform other administrative and clerical tasks as and when required, such as assisting with events
- Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve

REQUIREMENTS

- Fluency in both English and Amharic (written and spoken) is essential
- Excellent telephone manner and customer service
- Proficient with the Microsoft Office Suite
- Excellent communication skills, both written and verbal
- You will need to be a self-starter and be able to multi-task, think on your feet and have excellent attention to detail

QUALIFICATIONS & EXPERIENCE

- Must have previous reception experience
- High School Diploma and above

HOW TO APPLY

Interested candidates for this vacancy must submit the following for consideration of their application

- Covering letter, no more than one side of A4 outlining how you meet the above requirements
- Current Curriculum Vitae
- **Ref: Reception-Ethiopia**

Please submit your application by email to hr@ethioembassy.org.uk and ensure documents are either in Microsoft Word and/or Adobe Acrobat PD format.

Applicants must have the legal right to work in the UK.